

Standards Committee



Claire Sinay, Chair

Tuesday, September 13, 2011
9:00 am to 11:00 am
Area Agency on Aging/Care Directions
1366 East Thomas Road, Phoenix
Ground Floor, Conference Room

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Meeting Minutes

Committee Members *AT: Attended AB: Absent EX: Excused ALT: Alternate Present*

AT	Claire Sinay	AT	Debby Elliott <i>alt: Philip Seeger</i>	AT	Deborah Frusciano <i>alt: Kimberley Bickes</i>	AT	Eric Moore
EX	Jennifer Lewis	AT	Randall Furrow				

Guests

Abdul Hasan Calicia White	Tony Ornelas	Gerardo Angulo	Erica TeKampe
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Administrative Agent Staff

Kenneth Leighton-Boster	Carmen Batista	Edd Welsh
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Support Staff: John Sapero

Welcome, introductions and declarations of any conflicts-of-interest

Eric Moore called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

Determination of quorum

Quorum was established with three of five members in attendance at approximately 9:08 am.

Review of the meeting minutes and action items from prior meetings

The committee silently reviewed summary minutes from the June 14, 2011 meeting. No corrections were voiced.

Administrative Agent update

Kenneth Leighton-Boster discussed:

- The EMA received both the final GY 2011 grant award and the grant application score (90 points). It is believed this is one of the highest GY 2011 scores of all the Part A grant applicants
- The Part A program standards have demonstrated an effort by HRSA to create a methodology for documenting health improvement. The GY 2011 grant award notice continues this effort with some requirements related to quality improvement and cost effectiveness. This may indicate a move to performance-based funding in the future. There are also indications that fiscal management may become more integrated with quality management
- The Part A provider meeting will take place on September 27, 2011
- The Part A Minority AIDS Initiative plan is in development

Committee Chair update

Eric Moore discussed that Debby Elliott and Claire Sinay were not able to attend the meeting.

Revisions to Standards of Care

Kenneth Leighton-Boster discussed that HRSA has provided new guidelines and expectations regarding how EMA/TGAs conduct quality management activities, and also regarding how Part A services can be delivered. The draft revisions that were being presented would reflect these revisions.

Universal Standards of Care

Kenneth Leighton-Boster presented an additional standard of care recommended to be included in the Universal standards of care. The committee made minor revisions to the draft verbiage.

MOTION: Randall Furrow moved to include the standard, as revised by the committee. Deborah Frusciano seconded.

DISCUSSION: None.

OUTCOME: The motion failed.

Deborah Frusciano voiced concerns about how agencies would have to collect information from consumers, and whether these organizations could share this information with the Part A program. Kenneth Leighton-Boster responded by describing HRSA's expectations and how the Part A program could accommodate the needs of local organizations and still meet the proposed standard.

MOTION: Deborah Frusciano moved to take a re-vote of the previous motion. Randall Furrow seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

MEETING MINUTES *continued*

OUTCOME OF RE-VOTE: The motion passed.

Medical Case Management

Kenneth Leighton-Boster provided an overview of how and why the draft document was developed.

Eric Moore discussed that the committee may consider defining the maximum case load a medical case manager may have. The committee discussed the benefits and challenges of establishing this definition, and reached a consensus to not take action on this suggestion.

Erica TeKampe provided suggested revisions to the draft standards. The committee reviewed these suggestions and incorporated some into the draft standards. There was discussion regarding the proposed percentage of charts reviewed during site visits, and how care plans and nursing assessments are reviewed.

Discussion was stopped at 10:50 am due to time constraints.

Discussion of agenda items for the next meeting

In addition to the recurring agenda items, the committee determined the following:

Agenda Items

Review of standards of care, as needed

Development of the committee's next three-year action plan

Action Items to be completed by the next meeting

Task	Assigned To

Current events summaries

Deborah Frusciano discussed that there is an anticipated increase in the Phoenix area refugee population, which will impact service delivery.

MEETING MINUTES *continued*

Call to the public

No comments were voiced.

Adjourn

The meeting adjourned at approximately 10:50 am.